



Minutes

The 525th MEETING of the COUNCIL of PROFESSIONAL ENGINEERS ONTARIO (PEO) was held at PEO Offices, 40 Sheppard Avenue West, Toronto, Ontario on Friday, March 22, 2019 at 9:00 a.m.

- Present:
- D. Brown, P.Eng., President and Council Chair
 - B. Dony, P.Eng., Past President [minutes 12085 to 12091 only]
 - N. Hill, P.Eng., President-Elect
 - M. Sterling, P.Eng., Vice-President (Elected)
 - K. Reid, P.Eng., Vice-President (Appointed)
 - I. Bhatia, P.Eng., Eastern Regional Councillor
 - G. Boone, P.Eng., Eastern Regional Councillor
 - T. Chong, P.Eng., East Central Regional Councillor
 - L. Cutler, P.Eng., Lieutenant Governor-In-Council Appointee
 - R.A. Fraser, P.Eng., Councillor at Large
 - L. Hidalgo, P.Eng., Western Regional Councillor [minutes 12087 to 12091 only]
 - G. Houghton, P.Eng., Western Regional Councillor
 - Q. C. Jackson, Barrister & Solicitor, Lieutenant Governor-In-Council Appointee [via teleconference]
 - T. Kirkby, P.Eng., Lieutenant Governor-In-Council Appointee
 - L. Lederman, Q.C., Lieutenant Governor-In-Council Appointee
 - L. MacCumber, P.Eng., West Central Regional Councillor
 - N. Rush, C.E.T., Lieutenant Governor-In-Council Appointee
 - T. Olukiyesi, P.Eng., Lieutenant Governor-In-Council Appointee [via teleconference]
 - S. Robert, P.Eng., Northern Regional Councillor
 - M. Spink, P.Eng., Lieutenant Governor-In-Council Appointee
 - R. Subramanian, P.Eng., Northern Regional Councillor
 - K. Torabi, P.Eng., East Central Regional Councillor [minutes 12099 to 12109 only]
 - W. Turnbull, P.Eng., Western Regional Councillor [via teleconference]
 - G. P. Wowchuk, P.Eng., Councillor at Large
- Regrets:
- M. Chan, P.Eng., Lieutenant Governor-In-Council Appointee
- Staff:
- J. Zuccon, P.Eng., Registrar
 - L. Latham, P.Eng., Deputy Registrar, Regulatory Compliance
 - D. Smith, Director, Communications
 - M. Wehrle, Director, Information Technology [via teleconference]
 - R. Martin, Manager, Secretariat
 - D. Power, Secretariat Administrator
 - M. Bigongiari, Associate Editor, Engineering Dimensions
 - J. Max, Manager, Policy
 - B. St. Jean, Senior Executive Assistant

- Guests:
- A. Bergeron, P.Eng., PEO Director, Engineers Canada [minutes 12085 to 12108 only, excluding 12100]
 - C. Bellini, P.Eng, PEO Director, Engineers Canada [minutes 12085 to 12108 only, excluding 12100]
 - H. Brown, Brown & Cohen [minutes 12085 to 12107 only, excluding 12100]
 - L. Castleman, Brown & Cohen [minutes 12085 to 12108 only, excluding 12100]
 - D. Chui, P.Eng., PEO Director, Engineers Canada [minutes 12085 to 12108 only, excluding 12100]
 - B. Matthews, P.Eng., CEO, Consulting Engineers of Ontario [minutes 12085 to 12099 only]
 - S. Perruzza, P.Eng., CEO, Ontario Society of Professional Engineers (OSPE) [minutes 12085 to 12099 only]
 - R. Shreewastav, P.Eng., PEO Director, Engineers Canada (via teleconference) [minutes 12085 to 12108 only, excluding 12100]
 - S. Ausma, incoming Councillor at Large [minutes 12085 to 12108 only, excluding 12100]
 - L. Notash, incoming Councillor at Large [minutes 12085 to 12108 only, excluding 12100]
 - C. Sadr, Engineers Canada Director candidate [minutes 12085 to 12108 only, excluding 12100]

On Thursday evening, Council held a plenary session receiving a presentation on licensing and registration as well as discussion on four white papers: Modernizing the Industrial Exception Clause in the Act, The Need for a Policy on Land Acknowledgement; 2 Year Experience Requirement and Adding Value and Relevancy to Briefing Notes.

Council convened at 9:00 a.m. Friday, March 22, 2019.

CALL TO ORDER

Notice having been given and a quorum being present, the Chair called the meeting to order.

**12085
APPROVAL OF AGENDA**

Moved by Councillor Boone, seconded by Councillor Robert:

That:

- a. the agenda, as presented to the meeting at C-525-1.1, Appendix A be approved as amended and**
- b. the Chair be authorized to suspend the regular order of business.**

CARRIED

**12086
RECOMMENDATIONS OF AN AUDITOR
FOR 2019**

Council is required to recommend the appointment of an auditor for 2019 to members at the upcoming Annual General Meeting for their approval.

Moved by Councillor Bhatia, seconded by Councillor Boone:

That Council recommend to members at the May 2019 Annual General Meeting the appointment of Deloitte LLP as PEO’s auditor for 2019 to hold office until the next annual meeting or until their successor is appointed.

CARRIED

**12087
NEW EXPENSE REIMBURSEMENT
POLICY**

PEO’s expense reimbursement policy was due for review in 2016. Initial work on revising the policy commenced in 2016 to incorporate the feedback received from staff and volunteers when it was felt that further research should be conducted to consider the expense reimbursement

policies of other organizations, including other provincial engineering associations.

Moved by Councillor Bhatia, seconded by Councillor Robert:

That Council approve the Expense Reimbursement Policy as presented to the meeting at C-525-2.3, Appendix A.

Concerns were expressed regarding some of the proposed changes. This included train travel noting that often, business class on the train is cheaper than traveling by air. It was recommended that the section on taxis and public transit be revisited. The first sentence on page two should be amended by adding the word “lay” in front of LGA Councillors.

Moved by Councillor Kirkby, seconded by Councillor Boone:

That the new expense reimbursement policy be referred back to the Finance Committee for review and that the policy be brought back to Council at the November 2019 meeting.

CARRIED

Councillors were invited to forward any further concerns or recommendations regarding the proposed expense reimbursement policy to the Registrar for consideration by the Finance Committee.

**12088
BY-LAW NO. 1 CHANGES – 2019 FEE
INCREASES**

At the November 2018 Council meeting, Council reduced its projected operating budget deficit in part by increasing application and examinations fee by 20%. At the February 8, 2019 Council meeting, Council repealed section 59 of By-Law No. 1, which had been determined to be invalid, and approved a complementary increase to all other fees in By-Law No. 1., without requiring Council to seek member confirmation. The projected increase in revenues for 2019 is \$1.5M. This is a one-time increase to catch up with inflation since 2008, the last time the P.Eng. licence fee was increased. Legal counsel drafted the relevant changes to Article 39 of By-Law No. 1. for Council’s approval, effective May 1, 2019.

As per Council’s expressed policy intent at the November 2018 and February 2019 Council meetings, all PEO fees related to all types of licenses, examinations, certificate of authorization, consulting engineer designation, reinstatement, fee remission, and seals will be increased by 20% to the nearest \$5, effective May 1, 2019.

In addition, two current fees that are not listed in By-Law No. 1 are now being included with a 20% increase: Requesting a re-marking of an Exam (\$330) and Requesting an examination outside of Canada (\$180).

In order to meet the May 1st deadline to maximize 2019 revenue, the by-law package excludes for the time being, two new fees approved by

Council in November 2018; interviews to waive technical examinations, and the Credit Card Convenience fee.

As Council also expressed at its February 8, 2019 meeting, once these by-law changes are passed by Council, they are effective immediately, without member confirmation required.

Once approved, staff will prepare for implementation of the fee increases through information technology, fees payment, and communications, in time for the May 1, 2019 P.Eng. licence renewal cycle.

Moved by Councillor Houghton, seconded by Councillor MacCumber:

Required a 2/3 majority votes cast to carry.

1. That Council includes in By-Law No. 1 fees currently collected for requesting remarking of examinations and for examinations held outside of Canada.

2. That article 39 of By-Law No. 1 be repealed and replaced with Appendix A. It is understood that, under the wording of article 39(1), the fees in place as of March 21, 2019 will continue to be payable until May 1, 2019.

CARRIED

Abstentions: Vice-President Sterling and Councillors Fraser and Wowchuk.

**12089
EQUITY & DIVERSITY COMMITTEE –
CHAPTER EQUITY AND DIVERSITY AWARD**

In order to recognize significant equity and diversity contributions to the membership of the chapter and/or the engineering community in their region, the Equity and Diversity Committee (EDC) recommends the introduction of a Chapter Equity and Diversity award.

Moved by Councillor Subramanian, seconded by Councillor Bhatia:

That Council approve the Proposal to introduce Chapter Equity & Diversity Award as presented to the meeting at C-525-2.5, Appendices A, B, C, and D.

Council feedback included the following comments:

- Since there are already many awards within PEO it was suggested that a better way to embed equity and diversity into PEO's culture would be to task the Awards Committee to update the criteria for the Order of Honour (OOH) to include an equity and diversity piece.
- The Terms of Reference for EDC should be revised. Under Legislated and other Mandate approved by Council it reads "**Recommend action plan to integrate equity and diversity, values and principles into the general policy and business operations of PEO**". This relates to operations which is not an area that committees should be

involved in

- No uptake, not feasible at this time
- There is a poor representation of peer review
- The guidelines should be more comprehensive – provide examples of what kinds of activities and actions would be awarded, otherwise the outcomes may not be what people are looking for
- Support the spirit of being embedded in everything that PEO awards do
- This should be done in concert with the Awards Committee

Moved by Councillor Houghton, seconded by Vice-President Reid:

That the Chapter Equity and Diversity Award be referred to the Equity and Diversity Committee and Awards Committee to report back to Council at the November meeting.

CARRIED

Councillors were asked to send emails to Councillor Subramanian with their concerns.

**12090
ENGINEERS CANADA FUNDING TASK
FORCE REPORT FOR CONSULTATION –
FUNDING RECOMMENDATIONS**

At the January 12, 2018 meeting of the Engineers Canada Board, a motion was passed creating the Funding Task Force (FTF). The motion stated;

THAT a task force be struck to undertake a review of the Engineers Canada funding model, including consultation with the engineering regulators, development of alternative models, and analysis of the impacts of current and alternative models on the engineering regulators and Engineers Canada. The task force will be lead by Dwayne Gelowitz and include up to five other directors, to be appointed by the Executive Committee. The task force will propose alternatives by May 2018 and provide analysis of the impacts of the current and alternative models, and a recommended funding model by December 3, 2018. Carried.

The Funding Task Force report presented two funding models.

Recommendation 1: Status Quo, proposed that the TD affinity program revenue distribution and the annual assessment fee remain unchanged.

Recommendation 2: proposed increased assessment fees with a redistribution of excess unrestricted reserves. Under this option, the assessment fee will be increased by 2% annually starting in 2022. The TD affinity revenue will continue to be shared 51/49. Any excess funds above a predetermined balance in Engineers Canada unrestricted reserves will be distributed back to eligible regulators in accordance with the terms of the TD affinity agreement and based on the same proportions used for the distribution of the 51% initially distributed to eligible regulators.

PEO Council was asked to provide direction to the PEO Engineers Canada Directors regarding what funding model they should vote for at the upcoming Engineers Canada Board meeting.

D. Chui provided highlights of the Engineers Canada Funding Task Force Report for consultation – funding recommendations.

It was the general consensus of the meeting that the selection of a funding recommendation(s) correlated directly with Council’s decision regarding revenue from the TD Meloche Monnex Affinity Program which was still undecided.

Moved by Councillor Fraser, seconded by Councillor Robert:

That Council endorse Funding Recommendation 1 (Status Quo) where the TD affinity program revenue distribution and the annual assessment remain unchanged. (do nothing).

CARRIED

Councillors Boone and Turnbull against

A. Bergeron advised that she would forward a copy of the Engineers Canada Funding Task Force report for consultation – funding recommendations to Council.

President Brown passed the gavel to Past President Dony.

Each candidate was permitted to give a two-minute presentation. All seven candidates were present and spoke to their candidacy.

Moved by Councillor Boone, seconded by Councillor Bhatia:

That Kelly Reid, P.Eng. and Changiz Sadr, P.Eng. be appointed as PEO Directors to the Engineers Canada Board of Directors, for a three-year term effective as of the 2019 Engineers Canada Annual General Meeting.

CARRIED

Moved by Councillor Bhatia, seconded by Councillor Olukiyesi:

That the ballots from the PEO Director appointments to the Engineers Canada board be destroyed.

CARRIED

Past President Dony returned the gavel to President Brown.

Given the complexity of the current voting procedure for the

**12091
APPOINTMENT OF PEO DIRECTOR TO
ENGINEERS CANADA BOARD**

appointment of PEO Director(s) to the Engineers Canada Board, Council tasked the Human Resources Committee (HRC) to review the voting process to make it more efficient.

12092
PEO SYLLABUS – SOFTWARE
ENGINEERING SYLLABUS

The Academic Requirements Committee (ARC) is mandated to assess non-CEAB applicants' academic preparation to determine if they meet PEO's academic requirements for licensure. It does so by comparing the applicant's transcripts and courses studied to a syllabus of a particular academic discipline. Most syllabi are developed and maintained by Engineers Canada Canadian Engineering Qualifications Board (CEQB), which PEO then adopts for its own examinations. The CEQB recently revised the Software Engineering syllabus to 2019. This syllabus was reviewed and approved by the ARC at its February 2019 meeting and, if approved by Council, the syllabus will be effective as of the December 2019 technical examinations sitting.

Moved by Councillor Fraser, seconded by Councillor Subramanian:

That the PEO-revised Software Engineering Syllabus be approved for use as of the December 2019 technical examinations sitting.

CARRIED

12093
REQUEST FROM OACETT TO EXTEND
DAVE BROWN'S TERM FOR ONE YEAR

President Brown passed the gavel to President-elect Hill.

Council approved the HRC recommendation that David Brown, C.E.T., P.Eng. be appointed as a PEO representative on the Council of the Ontario Association of Certified Engineering Technicians and Technologists for a two-year term, from the OACETT June 2017 AGM to the OACETT June 2019 AGM in April 2017.

In February 2019, PEO received a request from the OACETT to extend the term of appointment of David Brown, C.E.T., P.Eng. as a PEO representative on the OACETT Council for one year, until the OACETT June 2020 AGM. The OACETT noted that Mr. Brown has shown an interest in extending his term and that he has been a great asset to the OACETT Board.

Moved by Councillor Kirkby, seconded by Councillor Bhatia:

That Council approve that the term of appointment of David Brown, C.E.T., P.Eng. as a PEO representative on the Council of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) be extended for one year, until the OACETT June 2020 AGM.

President Brown suggested that other Councillors might be interested in serving on the OACETT board and should be given the opportunity to do so.

Moved by President Brown, seconded by Councillor Spink:

That the motion to extend Dave Brown’s term for one year as PEO representative on the Council of the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) be withdrawn and referred to People Development to solicit candidates from PEO Council and that this be included as an agenda item for the May Council meeting.

CARRIED

President-elect Hill returned the gavel to President Brown.

**12094
HRC’S RECOMMENDATION REGARDING
BOARD APPOINTMENTS CRITERIA
DECISION MATRIX AND APPLICATION
FORM**

At the September 2016 meeting, Council approved a process for the appointment of Councillors to Board Committees. The process tasked the Human Resources Committee (HRC) with reviewing the Board Committee participation preferences submitted by Councillors and making a recommendation to Council.

At the September 2017 meeting, Council directed the HRC to develop a Decision Criteria Matrix related to the evaluation of recommendations for membership on the Board Committees for presentation to Council. The *Decision Criteria Matrix* developed by the HRC in 2018 was provided.

On February 7, 2019, the Human Resources Committee (HRC) reviewed and updated the *Board Committee Appointments – Decision Criteria Matrix*.

In response to a query as to why the term limits were removed from the criteria President-elect Hill advised that each board committee has its own term limits which will be adhered to.

Moved by President-elect Hill, seconded by Councillor Olukiyesi:

That Council approve the Board Committee Appointments – Decision Criteria Matrix as presented to the meeting at C-525-2.10, Appendix A.

CARRIED

**12095
CANADIAN ENGINEERING
ACCREDITATION BOARD (CEAB)
NOMINATING COMMITTEE REQUEST**

The Canadian Engineering Accreditation Board (CEAB) requested confirmation that PEO had no objection to the CEAB’s Nominating Committee recommendation that Dr. Robert Dony, P.Eng., be appointed as Chair of the Canadian Engineering Accreditation Board (CEAB) for a one-year term, effective July 1, 2020 until June 30, 2021. There were no objections expressed by Council regarding this appointment.

**12096
IMPLEMENTATION OF FINANCIAL CREDIT
PROGRAM CHANGES**

Council was provided with an update on the implementation of the changes to the Engineering Intern Financial Credit Program approved by Council at its November 16, 2018 meeting.

It was the decision of Council at its November 16, 2018 meeting to convert the Engineering Intern Financial Credit Program (FCP) from a

licence application and Engineering Intern (EIT) program fee waiver to a credit against the applicant's first year of licensure once they have been approved for P.Eng. licensure.

The Licensing & Registration, Corporate Services, Information Technology, Communications and Finance departments are preparing the necessary systems changes and communications for implementation of a modified FCP on May 1, 2019. Modification of the FCP (by charging P.Eng. licence application and EIT membership fees) is projected to increase revenue by \$48,750 in 2019.

If the applicant chooses to pay the first-year enrollment fee for the EIT program, they will also have that amount credited against the first year of licensure (registration and annual licence fee). If the applicant pays the licence application fee but declines to pay the first-year enrollment fee for the EIT program, they will only have the application fee amount credited against their first year of licensure fees (registration and annual licence fee).

Requiring applicants to pay the licence application fees and first-year fee for the EIT program is projected to reduce the number of licence applications by 25 per cent and may result in a lower volume of new EIT program memberships being purchased.

**12097
RECOMMENDATION FOR IMPROVING THE
EFFECTIVENESS OF THE FINANCE
COMMITTEE**

Vice-President Reid, on behalf of all Finance Committee (FIC) members, provided recommendations to improve the effectiveness of FIC. This included items implemented in 2018 as well as additional recommendations including a more efficient recruitment process for non-Council FIC members and the presentation of the budget assumptions to Council earlier than the June meeting to allow more time for the overall budgeting process. These recommendations and others were received by Council.

**12098
ENGINEER-IN-RESIDENCE (EIR) PROGRAM**

The EIR program matches Professional Engineers and EITs with Ontario high schools and elementary schools to assist teachers with curriculum through hands-on engineering presentations. There are currently 206 EIRs paired with 197 schools.

In September 2018, PEO council approved the decision to transfer ownership of the EIR program to Engineers of Tomorrow (EoT). The motion as a result of the September Council meeting includes:

1. That Council transfer the Engineer-in-Residence (EIR) program to Engineers of Tomorrow as of July 31, 2018.
2. That PEO transfer the remaining \$22,000 that was approved in the 2018 budget for the EIR program to Engineers of Tomorrow in support of their EIR program that they are taking over from Engineers Without Borders.

3. That PEO be willing to consider future requests for sponsorship by Engineers of Tomorrow.

As a result of a motion passed at the September 2018 Council meeting, a total of \$22,000 was transferred to EoT from the PEO budget as per the signed Sponsorship Agreement between EoT and PEO (October 2018).

The Council approved 2019 budget does not include any funds to support EoT further. However, a sponsor provided fund remains. This fund, managed by PEO, exists for any out of budget expenses that may have been incurred during the time that PEO was involved with the EIR program. This earmarked fund has \$35,035.56 that should be transferred to EoT in the form of a one-time transfer. Once this action is complete it will close out PEO's direct involvement with the EIR program with no further financial obligations.

The money can be transferred over to EoT by an invoice to be issued by EoT to PEO for a total of \$35,035.56. The money will be provided directly from Finance with no effect on current PEO budget as the money was always earmarked for the EIR program.

Responding to a query J. Chau advised that EoT regularly provides PEO with a report on the operation of the Engineer-in-Residence (EIR) Program.

**12099
COUNCILLOR ITEMS**

a) Briefing Notes

Councillor Boone expressed concern regarding the deadline for submission of briefing notes and that his request for assistance was not properly supported. President Brown replied that he had requested that the white paper protocol be followed and suggested that Councillor Boone work on this for the June Council meeting

b) Councillor Attendance at Committee meetings

Councillor Boone advised that he would like to see more transparency regarding Councillors attending committee meetings noting that Councillors should be encouraged to do so if they are interested.

c) Link to Gazette

Councillor MacCumber noted that there was no link to the Gazette in the March/April electronic edition of Engineering Dimensions.

d) 2019-2020 Calendar

Vice-President Sterling advised that calendar planning was out of sync, for example, the 2020-21 calendar is approved by the outgoing President rather than the current President and asked that this be aligned to the current President's term. R. Martin advised explained that this was a function of the President, not staff, and suggested that Vice-President Sterling discuss this matter with President-elect Hill.

e) Election Process

Councillor Wowchuk expressed concern regarding the integrity of the election process which needs to be proven to be transparent and fair. He stated that there should be a record of daily individual vote counts in order to identify the peaks. President Brown advised that this will be discussed by the Central Election and Search Committee (CESC) at their next meeting.

Further to the election process Vice-President Reid noted that security should be enhanced by requiring additional information such as birth date, mother's maiden name, etc. for members who call the help desk to obtain their voting credentials to ensure that someone is not obtaining this information fraudulently by providing membership information that is not their own. Councillor Wowchuk advised that he was able to obtain his own voting credentials simply by providing his membership number and name to the help desk. He further indicated that a former Councillor who was unable to call the help desk himself provided him with his email address and membership number so that Councillor Wowchuk could obtain this former Councillor's voting credentials.

Councillor Boone suggested that all candidates who run for election be invited to the Annual General Meeting which would help familiarize them with PEO, particularly those who are not currently members of Chapters, committees, etc.

Council recessed for lunch.

Up reconvening, President Brown presented Engineers Canada Director A. Bergeron with her 15-year service pin and certificate in appreciation of her volunteer service to Professional Engineers Ontario.

Moved by Councillor Chong, seconded by Councillor Olukiyesi:

That Council move in-camera

CARRIED

12100

IN-CAMERA SESSION

While in-camera, Council:

- a. approved the 2018 audited financial statements and that the approval of the 2018 audited financial statements be moved into open session;
- b. verified the in-camera minutes from the 524th meeting of Council held February 8, 2019 as presented;
- c. approved a regulation change for provisional licence;
- d. moved the decision regarding the Scott Johnson Coroner's Inquest into open session;
- e. approved the 2019 Ontario Professional Engineers Award Nominees;
- f. received an HRC Update;
- g. received decisions and reasons of the Discipline Committee
- h. received a legal update on legal actions in which PEO is involved

- i. received a report from the Complaints Review Councillor (CRC)
- j. noted there were no issues reported regarding PEO's Anti-Workplace and Violence Policy

Moved by Councillor Boone, seconded by Vice-President Reid:

That Council return to open session.

CARRIED

**12101
CONSENT AGENDA**

Moved by Councillor Subramanian, seconded by Councillor Kirkby:

That the Consent Agenda be approved as presented with the exception of item 3.4 Appointment of Interim Corporate Secretary.

CARRIED

Included on the consent agenda as approved:

- 3.1 Minutes – 524TH Council meeting – February 8, 2019
- 3.2 Approval of CEDC Applications
- 3.3 Changes to the 2019 PEO Committees and Task Forces Membership Roster

[Note: minutes 12102 to 12105 reflect the motions provided in the briefing notes presented to the meeting.]

**12102
MINUTES – 524th COUNCIL MEETING –
FEBRUARY 8, 2019**

That the minutes of the 524TH meeting of Council, held February 8, 2019, as presented to the meeting at C-525-3.1, Appendix A, accurately reflect the business transacted at that meeting.

CARRIED

**12103
APPROVAL OF CEDC APPLICATIONS**

1. That Council approve the exemption from examinations and the applications for designation as Consulting Engineer as presented to the meeting at C-525-3.2, Appendix A, Section 1.

2. That Council approve the applications for re-designation as Consulting Engineer as presented to the meeting at C-525-3.2, Appendix A, Section 2.

3. That Council grant permission to use the title “Consulting Engineers” (or variations thereof) to the firms as presented to the meeting at C-525-3.2, Appendix A, Section 3.

CARRIED

**12104
CHANGES TO THE 2019 PEO COMMITTEES
AND TASK FORCES MEMBERSHIP ROSTER**

That Council approve changes to the 2019 PEO Committees and Task Forces Membership Roster as presented to the meeting at C-524-3.3, Appendix A.

CARRIED

12105

Since Scott Clark was no longer employed by PEO it was necessary to

APPOINTMENT OF INTERIM CORPORATE SECRETARY

appoint an Interim Corporate Secretary in order to sign Council and Executive Committee minutes.

R. Martin recused himself from this part of the meeting.

Moved by Councillor Boone, seconded by Councillor Bhatia:

That Scott Clark be removed as the Corporate Secretary and General Secretary and that Ralph Martin be appointed as Interim Corporate Secretary.

**CARRIED
Unanimously**

R. Martin returned to the meeting.

President Brown, on behalf of Council, thanked R. Martin for his assistance during this time and for taking on the role of Interim Corporate Secretary.

**12106
TD MELOCHE MONNEX AFFINITY PROGRAM**

Councillors Cutler and Spink were recused during this discussion.

It was the consensus of Council that this matter be deferred to the Executive Committee to discuss next steps and that this be followed by a Council teleconference call prior to the April 29th deadline to provide a response to Engineers Canada if PEO will participate in the affinity program or not.

Councillor Fraser suggested that a backgrounder be provided to the Executive Committee regarding PEO involvement in Affinity Programs in order to help facilitate discussion.

**12107
COUNCIL ACTION LOG**

In June, 2018 Council tasked staff with developing a Council Action Log. The log is designed to capture action items as well as identify the lead responsibility and the status.

The Council Action Log, updated as of March 1, 2019, was provided in the Council agenda package.

The following revisions were made to the Action Log:

- Add a number column
- Remove Councillor Spink as the lead responsible for follow-up for item 2.2 2018 AGM submission – Leadership Development Program and replace with Juwaria Obaid.
- Remove M. Price as the lead for item 2.8 Approval of 2019 PEO Annual Committees and Task Forces Membership Roster – identify ERC members’ disciplines
- Preparation of Wainberg’s Rules of Order summary of motions is now complete – change to green

**12108
REGULATORY RISK REGISTER**

The Regulatory Risk Register was provided in the Council agenda package.

The following revisions were made to the Regulatory Risk Register:

- Item 1 – Loss of Regulatory Status – revise action required timeline to 1-3 months from the current 6-12 months
- Item 2 – Vision or Strategy – replace "action not required" with "within 12 months"
- Change item 6. Backlog in experience requirements assessments from green to yellow
- Add three new items to the Regulatory Risk Register – Independent Practice of Technologists (yellow), Governance (red) and Fiscal Health of Organizational Deficit (yellow)

The following in-camera resolution from the March 22, 2019 Council meeting was moved into open session:

**12109
2018 AUDITED FINANCIAL STATEMENTS**

Moved by Councillor Bhatia, seconded by Councillor Boone:

That Council:

- a) approve the Audited Financial Statements for the year ended December 31, 2018, and the Auditor's report thereon, as presented to the meeting at C-525-2.1, Appendix A; and**
- b) authorize the President and President-elect to sign the Audited Financial Statements on Council's behalf.**

CARRIED

The following item was moved from the in-camera meeting of February 8, 2019 to open session:

**12110
SCOTT JOHNSON CORONER'S INQUEST**

Moved by President-elect Hill, seconded by Councillor Houghton:

That Council authorize the Registrar to apply to the Coroner, seeking standing for PEO as a participant in the Scott Johnson coroner's inquest.

CARRIED

President Brown extended thanks on behalf of Council and PEO to the departing members of Council, many of who were long standing Council members, for volunteering countless hours of their time to the profession.

Councillor Lederman, on behalf of Council, thanked President Brown for his work during his term as PEO President.

These minutes consist of fourteen pages and minutes 12085 to 12110 inclusive.

D. Brown, P.Eng., Chair

R. Martin, Corporate Secretary